

Catering & Alcohol Policies

A minimum of 30 days' advance notice is required to revise an existing permit or to add an alcohol damage deposit. A damage deposit in the amount of \$500 is required for events where alcohol is served.

If you choose to have your event catered, you must have your caterer complete a "Catering Agreement" form. This form will be due a minimum of 30 days prior to the event.

Liability Insurance will be required for any event hosted in the Activity Room or Gymnasium where alcohol is present. Also, the above rooms are the only rooms where alcohol is allowed under any circumstances.

Customers who wish to serve alcohol must go through a caterer or bartender that holds a proper liquor license/insurance and a business license.

Rental Policies and Procedures

All rentals must be paid for in advance, via cash, check, or credit card (Visa, Master Card, or American Express). A security deposit is required at the time of the reservation to secure the room for the given date. The entire rental fee is due 30 days prior to the event. If payment is not received 30 days prior to the event, the SRC will cancel your reservation and withhold the security deposit. See the previous page for all deposit and rental rate information. All rentals are subject to room availability.

A General Liability Insurance coverage policy is generally required for any event. Please call for information regarding insurance specific to your rental.

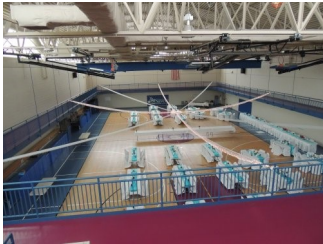


Facility Rentals

Savoy Recreation Center
402 W. Graham Drive
Savoy, IL 61874
www.savoy.illinois.gov/recreation
217-359-3550
rec.info@savoy.illinois.gov



Activity Room



Gymnasium

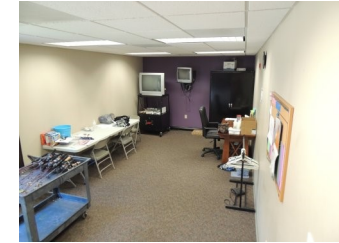
Hourly Rates (under 100 people)				
	Residents	Non-Residents	For Profit	Not for Profit
Activity Room	\$75	\$105	\$110	\$50
Full Gym	\$125	\$175	\$190	\$75
1/2 Gym	\$75	\$110	\$125	\$50
Aerobics Room	\$25	\$35	\$40	\$15
Conference Room	\$25	\$35	\$40	\$15

Daily Rates (over 100 people)		
	Residents	Non-Residents
Gym & Activity Room	\$800	\$900
Activity Room	\$300	\$400
Gymnasium	\$600	\$700

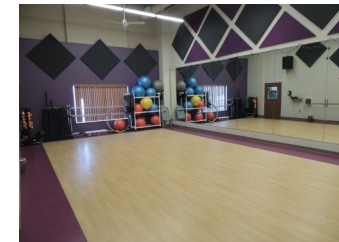
Interested in reserving a facility? Facility rentals require a 30-day advance notice. A \$100 refundable damage deposit is required for all rentals (\$200 for rentals with over 100 attendees). There is a minimum rental time of two hours for the gym and activity room. Please contact the Savoy Recreation Center for all questions regarding facility rentals.

Available upon request:

- ◆ 25 Rectangular Tables
- ◆ 8 Round Tables
- ◆ 130 Chairs
- ◆ Podium
- ◆ Projector
- ◆ Screen
- ◆ Two pots of coffee



Conference Room



Aerobic Room

Daily Rates (under 100 people)			
	Resident & Non Resident	For Profit	Not for Profit
Gym & Activity Room	\$700	\$800	\$600
Activity Room	\$300	\$350	\$250
Full Gym	\$500	\$550	\$450
Half Gym	\$300	\$350	\$250
Aerobics Room	\$100	\$125	\$100
Conference Room	\$100	\$125	\$100